

MEC News

Elizabeth Ziegler | Executive Director

2022 Personal Financial Disclosure (PFD) Filing Deadlines

Volume 52 | January 2022

2022 Annual Filers

If a political subdivision listed you as a person required to file a PFD due to a position held in 2021, you must file your PFD no later than **May 2, 2022**. You should have received a letter with e-filing instructions, your MEC ID, and your password.

Annual filers who are also candidates should adhere to the earlier due date. Annual filers must file for each year (or portion of a year) for which they hold a position that requires the filing of a PFD.

Failure to file by May 2, 2022, results in a late filing fee of \$10 per day. After 30 days, the fee increases to \$100 per day, not to exceed \$6,000. Additional penalties may also apply.

Important Reminder:

The MEC cannot enforce a political subdivision's conflict of interest ordinance.

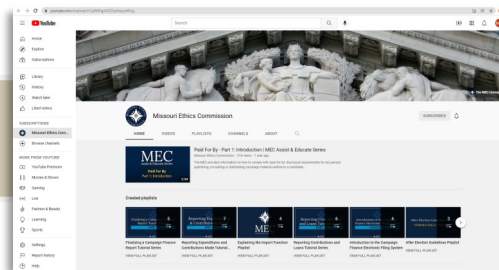
If a subdivision has a conflict of interest ordinance on file and PFD deadlines are not met, penalties can only be enforced by the subdivision according to its ordinance.

In this issue:

- PFD Filing Deadlines
- Campaign Finance YouTube Tutorials
- Lobbyist FAQs
- "Paid for by" Reminders
- Register for an MEC Webinar
- We're Hiring!
- Calendar check

Campaign Finance Electronic Filing Tutorials Now Available

If you need help filing your committee's campaign finance reports, consult our new YouTube tutorials. These videos take you step-by-step through the campaign finance electronic filing system.



youtube.com/MOEthics

Our mission: The MEC serves the public interest by promoting and maintaining transparency, accountability, and compliance with campaign finance, lobbying, and conflict of interest laws. We educate and assist the citizens of Missouri, public officials, lobbyists, and those participating in public elections by increasing awareness and understanding of the law. We investigate and enforce these laws consistently.

Lobbying FAQs

When do I need to register as a lobbyist?

Missouri law requires lobbyists register within five days of beginning lobbying activities. Actions that constitute “lobbying activities” can differ depending on the type of lobbyist. See §105.470 for more information.

What reports must be filed by a lobbyist?

Lobbyists must file with the MEC:

- Monthly expenditure reports, due by the 10th of each month
- List of Principals and Legislative Action Report due March 15 and May 30 annually

What are the gift restrictions for members and employees of the General Assembly?

The Missouri Constitution prohibits members and employees of the General Assembly from receiving gifts of any tangible or intangible item, service, or thing of value from a paid lobbyist or principal.

This does not prevent individuals from receiving gifts, family support, or anything of value from those related to them within the 4th degree by blood or marriage.

Lingering questions?

Click [here](#) to view a full list of lobbying FAQs.

Paid for By Requirements for Printed Materials

As election season begins in earnest, don’t forget to disclose who paid for your campaign materials.

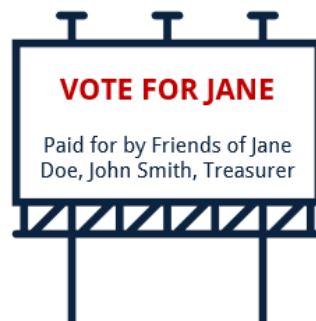
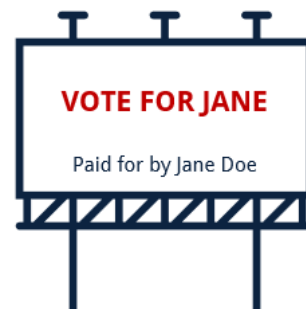
The law requires any promotional or informational printed materials related to a candidate or ballot measure to contain the proper “paid for by” disclosure.

The exact wording of this disclosure differs depending on whether a candidate, committee, business/organization, or individual paid for the materials.

Be sure to review our Paid For By Requirements [brochure](#) and [tutorial series](#) to make sure you stay in compliance with these laws.

I’m running for office—what should my “paid for by” disclosure say?

- If candidate paid for the sign from their personal funds (when no candidate committee exists):
 - “Paid for by (First Name) (Last Name)”
- If a candidate committee paid for the sign:
 - “Paid for by (committee name), (treasurer’s name), Treasurer”



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Register for an MEC Webinar

With sessions on filing campaign finance reports, registering a committee, filing a PFD, and more, our webinars have helped hundreds of people comply with Missouri's complicated ethics laws.

Click [here](#) for dates, details, and registration information.



We're Hiring! General Counsel

This position serves as legal advisor to the Commission and MEC staff, and is responsible for the overall planning, direction, and coordination of the Commission's legal actions. Successful candidate must possess a JD degree from an accredited university, be admitted to the Missouri Bar, and have at least five years' legal experience. Learn more [here](#).

Calendar Check

JANUARY 2022

1/10	Lobbyist monthly expenditure report due					
1/11	14-day PFD deadline for April 5 candidates					
1/17	Martin Luther King Jr. Day—MEC office closed					
1/18	21-day PFD deadline for April 5 candidates					
1/18	January Quarterly Report due					
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23	24	25	26	27	28	29
30	31					

FEBRUARY 2022

2/10	Lobbyist monthly expenditure report due					
2/11	State holiday—MEC office closed					
2/21	President's day—MEC office closed					
2/24	40 Day Before April Election Report due					
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27	28					

MARCH 2022

3/10	Lobbyist monthly expenditure report due					
3/15	List of Principals and Legislative Action Report due					
3/28	8 Day Before April Election Report due					
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27	28	29	30	31		

Coming Soon:
Mandatory April Quarterly Report due April 15



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Personal Financial Disclosure: Have you filed?

Many public employees and officials must annually file a Personal Financial Disclosure (PFD) statement with the MEC to prevent any potential conflicts of interest.

If you are designated by your political subdivision (ex: city, county, district, etc.) as an annual PFD filer, you must file your PFD with the MEC by 5:00 p.m. on Monday, May 2, 2022 (annual filers who are also 8/2/2022 candidates, see page 2).

E-File your PFD:

- Click [here](#) to log-in to the PFD e-filing system.
- The MEC sent your ID and password in January.
- Can't find your log-in info? Click [here](#) to send your ID and password to your registered email address.

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Annual Filer Deadline:

May 2, 2022—5:00 p.m.



Time Period Covered:

Disclose financial interests from 1/1/2021—12/31/2021. If you only served a portion of the year, 1/1/2021—the last day you held the position.

In this issue:

- PFD Reminders
- Thank you, former Commissioners!
- PFD FAQs
- Annual Report
- Meet our Training Specialist
- Calendar check

Thank you, Commissioners Walker, Birkes, and Henke!

In March 2022, Commissioners Walker, Birkes, and Henke concluded their terms as MEC Commissioners. We are grateful for their service on the Commission and wish them all the best in their future endeavors. Thank you, Commissioners!



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PFD FAQs

What if I'm an 8/2 primary candidate?

- File by 4/12 to avoid \$10/day late fees.
- File by 4/19 to avoid disqualification and removal from the ballot.
- Disclose financial interests from 1/1/2021—the closing date of filing for candidacy.

What if I'm an annual filer and an 8/2 primary candidate?

You are only required to submit one PFD per calendar year. If you have already filed a PFD as a 2022 candidate, you do not need to submit an additional disclosure.

What if I no longer hold the position that required me to file a PFD?

If you held the position at any point in 2021, you must submit a PFD. The PFD will disclose your financial interests from January 1, 2021, through the last day you held the position.

What if an annual filer fails to file a PFD?

- Late filing fees of \$10 per day.
- Compensation withheld until PFD is filed.
- Suspension from office if filer fails to file within 30 days of notice from the MEC.

Questions? Click [here](#) to view a full list of PFD FAQs.

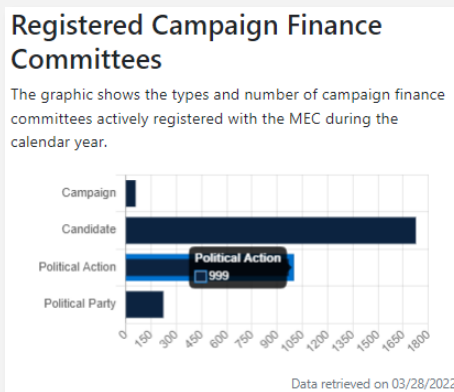
MEC Annual Report

Have you ever wondered how much money campaign finance committees receive and spend? Or how many lobbyists are registered in Missouri? Or which political subdivisions require certain officials to disclose their personal financial interests?

You can find answers to these questions and more using the MEC's interactive [Annual Report!](#)

Select the year and the business unit you'd like to learn more about. Then scroll over the charts and graphs to view real-time data.

For example, this campaign finance chart shows the number of active committees thus far in 2022:



Click [here](#) to learn more and explore the system.

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Meet our Training Specialist

Upon graduating from Truman State University in 2020 with degrees in Communication and Political Science, Kaley Burroughs joined the MEC staff as a Training Specialist. She assists in creating resources that help citizens, public officials, lobbyists, and participants in elections understand Missouri's governmental ethics laws. Kaley works with members of our staff to organize [webinars](#), develop YouTube [tutorials](#), create [publications](#), and keep our [FAQs](#) up-to-date. When she's not busy thinking about ethics laws, Kaley enjoys cooking, reading, podcasts, and playing with her cat, Frankie.

Calendar Check

APRIL 2022							MAY 2022							JUNE 2022						
	4/5	Election Day— Go vote!						5/2	Deadline for annual PFD filers						6/10	Lobbyist monthly expenditure report due				
	4/11	Lobbyist monthly expenditure report due						5/5	30 Day After April Election Report due						6/20	Juneteenth—state offices closed				
	4/12	14-day PFD deadline for August 2 candidates						5/9	Truman Day—state offices closed											
	4/15	April Quarterly Report due						5/10	Lobbyist monthly expenditure report due					S	M	T	W	T	F	S
	4/19	21-day PFD deadline for August 2 candidates						5/30	Memorial Day—state offices closed								1	2	3	4
								5/31	List of Principals & Legislative Action due					5	6	7	8	9	10	11
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17	18	19	20	21	22	23	22	23	24	25	26	27	28							
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Coming Soon:
Mandatory July Quarterly
Report due July 15

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Mandatory July Quarterly
Report due July 15



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Reminders for Political Subdivisions



Confirm your Annual Operating Budget

By **July 18, 2022**, subdivisions must confirm to the MEC whether their annual operating budget (AOB) is over \$1 million or \$1 million or under. To e-file your subdivision's AOB, log in to the subdivision's MEC account. You should receive an email with your subdivision ID and case-sensitive password.



Conflict of Interest Ordinances

Each subdivision may choose to adopt its own method of disclosing the potential financial conflicts of interest of its candidates, officials, and/or employees. Please note—the minimum requirements outlined in statute for an ordinance do not include penalties. Include any desired penalties in the ordinance. Upon adoption, the subdivision is responsible for enforcing its ordinance.

Checklist for Subdivisions:

- ✓ Confirm whether your subdivision's AOB is over \$1 million by **July 18, 2022**.
- ✓ Adopt a conflict of interest ordinance (if desired) by **September 15, 2022**.
- ✓ If ordinance is adopted, send a certified copy to the MEC within 10 days.

In this issue:

- Reminders for political subdivisions
- Welcome, Commissioners!
- Legislative Update
- MEC Satisfaction Survey
- Campaign Finance Reminders
- Employee Spotlight
- Calendar Check

Welcome, Commissioners!

The MEC is pleased to welcome its newest Commissioners, Kathie Conway, Robin Wheeler Sanders, and Bill Villapiano! Commissioner Conway, of Wentzville, MO, served as a State Representative from 2010-2018. Commissioner Sanders, of Kansas City, MO, leads Human Resources, Learning and Development, Community Engagement, Corporate Communications, and Marketing at Swope Health. Commissioner Villapiano has been a Minister at Faith Fellowship church in Houston, MO, since 1984.



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2022 Legislative Update

House Bill 2400—LLC Campaign Contributions

On June 30, 2022, Governor Parson signed into law HB 2400. Among other provisions, this bill outlines requirements for LLCs (not classified as corporations under the federal tax code) that wish to make contributions to committees in Missouri.

- LLCs must exist for at least one year prior to making contributions to any committee.
- By August 28, 2022, LLCs seeking to make contributions must electronically file with the MEC, indicating that they are a legitimate business with a legitimate business interest.
- Coming soon—LLC information filed with the MEC will be publicly available using our newest campaign finance search.

Visit mec.mo.gov in the coming months for updates.



MEC Satisfaction Survey

The MEC is always looking for new ways to better serve you. That's why we're conducting a brief satisfaction survey and would like to hear from you!

Click [here](#) to participate. We look forward to reviewing your responses.

TAKE THE SURVEY

Campaign Finance: After the Election

Options for Successful Candidates:

- File an amended *Statement of Committee Organization* to update election information in order to continue receiving reminders and notifications from the MEC.
- Use committee funds for necessary and ordinary expenses in connection with duties of office.
- Terminate the committee by appropriately distributing remaining funds, closing the committee bank account, and filing a full disclosure *Termination Report*.

Options for Unsuccessful Candidates:

- If the committee has more money on hand than debt, terminate the committee by appropriately distributing remaining funds, closing the committee bank account, and filing a full disclosure *Termination Report*.
- If the committee has more debt than money on hand, convert to a debt service committee by filing an amended *Statement of Committee Organization*.
 - A debt service committee only accepts contributions to pay off debt and files all required quarterly reports.
 - Terminate debt service committee within 18 months of conversion.

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Employee Spotlight: Karman Crader

Karman Crader is the Legal Assistant and newest member of the MEC team. Prior to her work at the Commission, Karman worked as an Administrative Assistant with the Valley Park School District and as the Communications Director for the Missouri Grocers Association. She moved with her husband and high school sweetheart, Craig, to the Jefferson City area after living in St. Louis for nearly 20 years. In her spare time, Karman enjoys watching college football (especially Alabama), creating homemade sauces and jellies, and enjoying the outdoors in her backyard and beyond.

Calendar Check

JULY 2022							AUGUST 2022							SEPTEMBER 2022						
	7/4	Independence Day—state offices closed						8/2	Election Day—Go vote!						9/1	30 Day After 8/2 Election Report due				
	7/11	Lobbyist monthly expenditure report due						8/10	Lobbyist monthly expenditure report due						9/5	Labor Day—state offices closed				
	7/15	July Quarterly Report due						8/16	14-day PFD deadline for 11/8 candidates						9/12	Lobbyist monthly expenditure report due				
	7/25	8 Day Before 8/2 Election Report due						8/23	21-day PFD deadline for 11/8 candidates						9/15	Deadline for a subdivision to adopt a conflict of interest ordinance				
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24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	
31																				

MEC Tip:

Make sure to add your MEC deadlines to a calendar you check regularly to avoid late fees and penalties.

Coming Soon:

Mandatory October Quarterly Report due October 15



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Political Subdivisions: Annual Filers List Reminder

Political subdivisions with an annual operating budget over \$1 million will electronically submit their list of annual PFD filers to the MEC by **December 15, 2022**.

Upon logging in to the Political Subdivision E-Filing System, both last year's annual filers and last year's candidates will be displayed. Review each section, update each filer, and remove those no longer required to file.

Reminder: If an annual filer held the position at any time in 2022, they are required to file for the time period served. Each political subdivision must notify designated filers that their names have been submitted. The MEC will also send notice to filers in January if their name has been submitted.



Due by
Dec. 15, 2022



How-to webinar on
Dec. 1, 2022 at 10 a.m.
Register [here](#).



Click [here](#) to log in to
the Political Subdivision
E-filing System

In this issue:

- Annual Filers List Reminder
- 2023 Election Packets Coming Soon
- LLC Campaign Contributions Update
- Campaign Finance Reminders
- MEC Survey Results
- Calendar Check

Election Authorities:

2023 Election Packets Coming Soon

- **Review the entire packet:** instruction letter, 2023 Guide to Ethics Laws, PFD forms (AOB > \$1 million), Notice to Candidate.
- **Remember:** § 130.071.1, RSMo prohibits candidates from filing or taking office until all reports are filed. Consider whether to include that candidates have no outstanding campaign finance disclosure reports due from any prior elections on your *Candidate Declaration Form*.

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UPDATE: Contributions from Limited Liability Companies

Consider the following prior to contributing as an LLC or accepting contributions from an LLC.



How do I register an LLC with the MEC?

The MEC has created an online LLC Campaign Finance Registration System.

1. Create an account: Click the [LLC Campaign Finance Registration](#) link in the Help Center box on [mec.mo.gov](#).
2. Login: Click the Login button in the upper right hand corner of the MEC homepage. Then click [LLC Login](#).
3. Register: Click "Add LLC Statement." Search by LLC charter number or name. The LLC's member or manager (or equivalent for foreign LLCs) must attest that the LLC meets all the conditions to register and make contributions.



How do I know if an LLC can contribute to my committee?

An LLC without corporate tax status may contribute if it has existed for at least one year, registered with the Missouri Secretary of State, is a legitimate business, and is registered with the MEC. Committees can find a list of registered LLCs using the new [LLC Campaign Finance Registration Search](#).

An LLC with corporate tax status does not need to register with the MEC or exist for any length of time before making a contribution. Remember, however, that candidate committees may not receive contributions from corporations, therefore LLCs with corporate tax status may not contribute to candidate committees. Foreign corporations that are not authorized to do business in Missouri may not contribute to Missouri committees.

Do not assume an LLC's tax status. We recommend verifying this information with the contributing LLC.

Campaign Finance Reminders

Candidate committees cannot receive contributions from union general funds, but they can receive contributions from PACs.

When reporting a contribution from a committee, select the "committee" option at the top of the Monetary and In-Kind Contributions Received section.

No committee may receive contributions in a false name. Committees should review all contributions prior to acceptance and reporting.

All campaign (ballot issue) committees must terminate the later of 30 days after an election or upon the satisfaction of all debt.

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MEC Survey Results

Thank you to those who participated in the recent MEC customer satisfaction survey! Our office is always looking for ways to better serve you. We appreciate your feedback and are proud to share the following results:

92.5%

Of respondents were satisfied with the MEC resources they used.

94.8%

Of respondents were satisfied with the service they typically receive from the MEC.

96.6%

Of respondents found the MEC staff to be knowledgeable, professional, and courteous.

Calendar Check

OCTOBER 2022

10/10	Columbus Day—state offices closed					
10/11	Lobbyist monthly expenditure report due					
10/17	October Quarterly Report due					
10/31	8 Day Before 11/8 Election Report due					
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23	24	25	26	27	28	29
30	31					

NOVEMBER 2022

11/8	Election Day—Go vote!					
11/10	Lobbyist monthly expenditure report due					
11/11	Veterans Day—state offices closed					
11/24	Thanksgiving Day—state offices closed					
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20	21	22	23	24	25	26
27	28	29	30			

DECEMBER 2022

12/1	2023 lobbyist registration begins					
12/8	30 Day After 11/8 Election Report due					
12/12	Lobbyist monthly expenditure report due					
12/15	Subdivision's annual PFD filers list due					
12/26	Christmas (observed) - state offices closed					
12/29	Subdivision's candidate PFD filers list due (April municipal election)					
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4	5	6	7	8	9	10
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18	19	20	21	22	23	24
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